



DEPARTMENTS OF THE ARMY AND AIR FORCE  
JOINT FORCES HEADQUARTERS – ALASKA  
OFFICE OF THE ADJUTANT GENERAL  
PO BOX 5800  
JOINT BASE ELMENDORF-RICHARDSON AK 99505-0800

NGAK-TAG

06 November 2014

MEMORANDUM FOR ALL COMMANDERS, DIRECTORS, MANAGERS, SUPERVISORS, AND  
TECHNICIAN EMPLOYEES OF ALL UNITS OF THE ALASKA NATIONAL GUARD

SUBJECT: Workplace “Bullying” Policy for the Alaska National Guard

1. I consider workplace bullying unacceptable and will not tolerate it under any circumstances. My policy is “Zero Tolerance”.
2. Workplace bullying is repeated behavior that intimidates, offends, degrades or humiliates an employee. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks.
3. All military personnel and Federal Technicians are entitled to work in an environment free of bullying. Managers and Supervisors must ensure employees are not bullied.
4. Any report of workplace bullying will be treated seriously and addressed promptly, confidentially and impartially.
5. All Soldiers, Airmen and Non-dual Status Employees are encouraged to report workplace bullying. Managers and Supervisors must ensure employees who file complaints, or witnesses, are not victimized or retaliated against. Any incident should be reported to appropriate supervisors, State Equal Employment Manager or IG.
6. Disciplinary action will be taken against anyone who bullies a fellow Soldier, Airmen or Non-dual Status Employee. Disciplinary action may involve warning, suspension from work, transfer, demoted, or terminated depending on the circumstance.
7. Any questions or concerns regarding this policy may be directed to the State Equal Employment Manager’s office at (907) 428-6466, room E201, Joint Forces Headquarters, Joint Base Elmendorf-Richardson.

LEON M. BRIDGES  
Brigadier General, AKARNG  
Acting-The Adjutant General & Commissioner



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NATIONAL GUARD

SUBJECT: Discrimination Complaints and Sexual Harassment “Hotline” 1-800-371-0617

1. The Alaska National Guard Equal Employment Opportunity has a twenty-four hour “hotline” service. The number is 1-800-371-0617. The “hotline” can be used for inquiries, and/or information regarding complaints of discrimination, including sexual harassment complaints. When placing a call, an Equal Employment Specialist will provide procedural information regarding discrimination complaints within the National Guard. If the specialist is unavailable, you may leave a message.
2. The “hotline” service is available to all National Guard employees (traditional/M-day, full-time, FTNGD and temporary duty status) throughout the United States and its territories. NGB-EO Poster 2004-160 contains “hotline” information and is to be posted on bulletin boards throughout the organization. If your work area does not have the poster, please notify the State Equal Employment Office at (907) 428-6646.
3. The “hotline” may be used to obtain information regarding the filing of a military or technician discrimination complaint (including sexual harassment) within the Army or Air National Guard. It can also be used to obtain information on appeals or other specific complaint procedures, however to file a discrimination/sexual harassment claim or an appeal, you must file a complaint with the ARNG/ANG-EO/EEO office.
4. Any questions or concerns regarding this policy may be directed to the State Equal Employment Manager’s Office at (907) 428-6466, Room E-201, Joint Forces Headquarters, Joint Base Elmendorf-Richardson.

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TECHNICIAN EMPLOYEES OF ALL UNITS, ACTIVITY, AND DEPARTMENTS, ALASKA  
NATIONAL GUARD

SUBJECT: Equal Employment Opportunity (EEO) Policy

1. Equal Employment Opportunity principles must govern all aspects of the Alaska National Guard's personnel practices. Therefore, it is the policy of the Alaska National Guard to provide a discrimination-free environment for all Federal Technician employees and applicants for employment.
2. All supervisors, managers, and employees share in the responsibilities to foster a climate of Equal Employment Opportunity. Acts of unlawful discrimination and harassment on the basis of race, color, religion, national origin, sex, age, physical or mental disability, or retaliation based upon participation in an EEO matter, or any other category protected by applicable law will not be tolerated in the Alaska National Guard. Leaders and employees will be held accountable.
3. All supervisors and managers are expected to establish and promote a workplace that permits every employee to reach his or her full potential by continually demonstrating their commitment to EEO. The Alaska National Guard becomes stronger when the workplace strives for a culture of inclusion and respect for the unique contributions each employee makes.
4. In order for every member of the Alaska National Guard to contribute their best efforts toward a joint capable force, all of us need to relentlessly uphold and support the tenets of Equal Employment Opportunity. The daily exercise of mutual respect and professionalism in our interactions empowers each of us and contributes to excellence.
5. Employees are encouraged to report allegations of prohibited discrimination to the State Equal Employment Office or any Equal Employment Opportunity counselor. All allegations of discrimination and harassment will be given prompt attention and treated objectively. Managers, supervisors, and employees are expected to engage in good faith in all constructive efforts to resolve issues or concerns at the earliest stage of the process as possible.
6. Any questions or concerns regarding this policy may be directed to the State Equal Employment Manager's office at (907) 428-6466, room E201, Joint Forces Headquarters, Joint Base Elmendorf-Richardson.

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